

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE

Submitted to the Records Management Division

Hall of Records Commission

SCHEDULE
NO. C-123PAGE
NO. 1.

Requesting Agency

TAIBOT COUNTY

2. Division or Bureau of Requesting Agency

CLERK OF THE CIRCUIT COURT

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

| 4. Item No. | 5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period. | 6. Recommendation of Hall of Records and Board of Public Works. |
|-------------|---|---|
|-------------|---|---|

1. CASH COUNTER SHEET

Size: 8 $\frac{1}{2}$ " x 11" sheets
Dates: 1950 - -
Quantity: 1.5 cubic feet
File Arrangement: Chronological
Disposable Amount: 1 cubic foot
Audit: State audit

The Cash Counter Sheets are the daily record of cash receipts and disbursements, giving the date, the payee or payor, the check or receipt number, and the amount. This record is posted periodically to the Cash Book, the final book of entry which is retained permanently, and has no further value after being audited.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

6/6/58
DateMerrin S. Radloff
Archivist1958
DateJ. McInnes
Secretary

| 4. Item No. | 5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period. | 6. Recommendation of Hall of Records and Board of Public Works. |
|-------------------|---|---|
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2. CLERK'S DOCKET

Size: 8 $\frac{1}{2}$ " x 14" x 4"
Dates: 1953 - -
Quantity: 2 volumes
File Arrangement: Chronological
Index: Tab index to subject

The Clerk's Docket is typed in loose-leaf form for temporary office use, giving the initials of the attorneys, the docket number, the Court term, a summary of the Court proceedings, and the judgment. This information is recorded in the Law Docket, and the Chancery and Criminal Dockets which are permanent records. The Clerk's Docket is considered non-record in accordance with the provisions of the statute governing non-record material (Article 41, Section 179, Annotated Code of Maryland, 1957 Edition) and may be destroyed.

3. COURT DOCKET

Size: 8" x 11" x 2"
Dates: 1928 - -
Quantity: 18 volumes
File Arrangement: Chronological

The Court Docket is prepared for the temporary use of the Circuit Court Judges. This information is recorded in the Civil, Chancery, and Criminal Dockets which are permanent records. The Court Docket is considered non-record in accordance with the provisions of the statute governing non-record material (Article 41, Section 179, Annotated Code of Maryland, 1957 Edition) and may be destroyed.

4. WARRANT AND SUMMONS DOCKET

Size: 10" x 16" x $\frac{1}{2}$ "
Dates: 1901-1905
Quantity: 1 volume
File Arrangement: Chronological
Annual Accumulation: Discontinued

This is a temporary docket-type record of warrants and summonses issued to the Sheriff for service, showing the Court term, date, charge,

BOARD OF PUBLIC WORKS
JUN 1966
McQuinn
SECRETARY

APPROVED
HALL OF RECORDS COMMISSION

ST FOR RECORDS RETENTION RULE
(Continuation Sheet)

SCHEDULE
NO. 123

PAGE
NO. 3.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

and the name of the sheriff. The record is apparently incomplete intended for use as a temporary memorandum by the Clerk prior to entry in the permanent dockets. This docket is considered non-record in accordance with the provisions of the statute governing non-record material (Article 41, Section 179, Annotated Code of Maryland, 1957 Edition) and may be destroyed.

CRIER'S DOCKET

Size: 10" x 14" x 3"
Dates: 1924, 1929-1933
Quantity: 8 volumes
File Arrangement: Chronological
Annual Accumulation: Discontinued

This is a record of civil suits for the temporary use of the Court Crier giving the case number, the initials of the attorneys, the names of the defendant and plaintiff, a summary of the proceedings, the amount of the judgment, and the dates of settlement and satisfaction. This information is recorded in the Law, Chancery, and Criminal Dockets which are permanent records. This docket is considered non-record in accordance with the provisions of the statute governing non-record material (Article 41, Section 179, Annotated Code of Maryland, 1957 Edition) and may be destroyed.

CASH DAY BOOKS

Size: 10" x 14" x 1"
Dates: 1915-1931, 1935-1936
Quantity: 13 volumes
File Arrangement: Chronological
Annual Accumulation: Discontinued
Audit: State Audit

The Cash Day Books, superseded by the Cash Counter Sheets, give the date, the daily cash receipts and disbursements, the payor or payee and the check or receipt number (in later years), and the amount. This record was posted to the Cash Book, the book of final entry, which is permanently retained. The volume for the year 1915 should be permanently retained as this year is missing from the Cash Book series. The following recommendation applies to all volumes in this series.

A. RECOMMENDATION: RETAIN PERMANENTLY THE VOLUME INCLUDING THE YEAR 1915.

B. RECOMMENDATION: RETAIN THE BALANCE OF THIS SERIES FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

RECEIVED BY
OF PUBLIC WORK

JUN 10 1956

[Signature]